

REPORTS INVENTORY				CONTROL NO.	
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (If a fill-in report include Form No.)				2. TYPE OF REPORT	
Estimated Language Training Requirements				<input checked="" type="checkbox"/> ESTIMATED <input type="checkbox"/> ANNUAL <input type="checkbox"/> QUARTERLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> OTHER (specify)	
3. FUNCTIONAL AREA		<input type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL <input checked="" type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE		ADMIN. GENERAL	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)	
2		Semi-annual			
7. FORMAT (Memorandum, Form, computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT	
memo		<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.		Executive Director-Compt Memo	
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
All Offices within DD/S&T					

## 12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
7 - GS-12	\$6.82	21	\$143.23	2	\$286.46
1 - GS-5	\$3.19	4	12.76	2	25.52
					\$311.98

## B. COSTS OF COMPUTER PRODUCED REPORTS


## TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report was established at the request of the Executive Director-Comptroller. It is submitted semi-annually to the Office of Training to assist in anticipating student load and preparing for instructor availability.

## 14. FUTURE GOALS

14. PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE			
<input type="checkbox"/> DISCONTINUE			

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100050003-9

15. DATE OF INVENTORY 12 October 1970

16. NAME AND TITLE OF PERSON FURNISHING INFORMATION C/AS/DDS&T

10. EXTENSION

STAT

STAT